

COPY

COPY

C-O-N-F-I-D-E-N-T-I-A-L

C O D I B

Ad hoc Problem Group VII

Analyst Communication

CONFIDENTIAL
13 July 64

Statement of Initial Objectives

I. Problem Group Objective:

To develop proposals whereby intelligence research analysts can obtain rapid access to extant information and expertise that might bear on a particular intelligence problem.

II. Initial Problem Parameters:

A. Scope:

1. All subjects, areas, sources and security classifications are to be considered.
2. Analysts and any organization performing current, basic, estimative, counter, or operational intelligence analysis are to be included.
3. Raw, collated, and finished intelligence information are included but emphasis is on information produced or held by intelligence analysts.
4. All forms (written, machined, oral, photos, maps, etc.) of information are included.
5. All USIB staff and contract organizations are within the scope of the problem and selected non-USIB elements

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- 2 -

or individuals may be included where warranted by affinity of interests.

6. Only substantive intelligence information is of concern - not administrative or systems information.

B. Desired Characteristics:

1. A perpetual current inventory of information repositories and subject-area expertise.
2. A means for ready access to the inventory by intelligence analysts.
3. Recognized means to rapidly connect the needing analyst with the information repository and the knowledgeable analyst.
4. Useful separation and recognition of informal information exchange from official coordination and dissemination of substantive intelligence.

C. Constraints:

1. A means must be provided for verification of security clearance for receipt of the inventory information whether in published form or a telephonic directory service.
2. Proposals must be reconciled with departmental minimum requirements for dissemination, liaison, and coordination for actual contact and access to files.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- 3 -

3. Proposals should capitalize on not duplicate related efforts under Ad hoc Problem Group IX, ADP Systems Library.

III. Initial Problem Group Tasks:

1. Inventory all analysts by:

Name

Organization

Subject/Area responsibility

Information level competence

source cognizance

Product responsibilities

Liaison channel

Phone no.

File holdings

Security clearance

Principal counterparts by name and organization

2. Inventory principal reference organizations by:

Name

Organization

Function

Scope

Subject/area

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- 4 -

Source
Security class
Info level
Resources
doc ref.
Info service
Bibliographies
Research
Principal Using-Organizations
Liaison channel
Security Clearance
Dissemination limitations
Phone no.

3. Inventory all central file holdings by:

Name
Holding Org
Date of info
Level of info
Subject/area coverage
Source coverage
Form of output
Size of file
Security class and dissem controls
Liaison channel

XEROX COPY

XEROX COPY

XEROX COPY

C-O-N-F-I-D-E-N-T-I-A-L

- 5 -

4. Inventory all substantive intelligence products by:

Name

Producing organization

Coverage

Subject/area

Source coverage

Level of information

Security classification range

Form of publication

Volume of publication

Dissemination control point

5. Inventory non-reference organizational resources by showing
for each organization:

Name

Functions

Coverage (subject/area/source/class)

Service limitations

Liaison channel

6. Determine additional communication needs by soliciting analysts
and analysts management.

7. Design alternative mechanisms and procedures for maintaining
perpetual inventories on 1-6 above and estimate resources re-
quired for each alternative. Consider particularly the feasibility
of a central directory service and the use of machine assistance.

8. Design alternative systems for analysts access to the perpetual

XEROX COPY

XEROX COPY

XEROX COPY

C-O-N-F-I-D-E-N-T-I-A-L

- 6 -

inventories.

9. Relate access system to official liaison, dissemination, and coordination channels.
10. Relate proposals to item list portion of Ad hoc Problem Group II and to any files inventory planned as part of the ADP Systems Library (ad hoc Problem Group IX).
11. Relate proposals to similar non-USIB activities, e.g., SIE and the National ^MReferral Center for Science and Technology at LC, and the National Standard Data Reference System at the National Bureau of Standards.
12. Determine additional tasks and resources required to accomplish objective.
13. Report to CODIB.

IV. Schedule:

1. Problem group members are to be designated by _____ 1964.
2. Initial report to CODIB to be ready by _____

V. Membership:

Members of the ad hoc problem group should be designated from each USIB Department plus NSF and NBS. Members will require full security clearance and have knowledge of intelligence analysis activities on a department-wide basis. Each member will be required

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- 7 -

to spend _____ hours ~~8~~ the effort during this initial period.

VI. Guidance:

The problem group will be under the guidance of CODIB and relate to other problem groups through the CODIB Support Staff.

C-O-N-F-I-D-E-N-T-I-A-L